

# Sample: General House Rules

---

---

ABC Co. wants to encourage a safe and pleasant work atmosphere. Please read and familiarize yourself with the House Rules. Failure to comply may result in warnings, layoffs, or dismissal.

1. Be at the workplace, ready to work, at your scheduled starting time.
2. Arrive well groomed and in clothing conforming to company standards.
3. The use of personal devices is to be done on scheduled breaks only.
4. No damaging, destroying or stealing property belonging to fellow employees, clients, or the company.
5. No arguing with team members or use of threatening or abusive language toward team members.
6. Respect your supervisor and do as he/she requests.
7. Do not leave your workstation (except for reasonable personal needs) without permission from your supervisor.
8. Do not ignore your work duties or loaf during working hours.
9. Do not come to work under the influence of alcohol or any drug, or bring alcoholic beverages or drugs onto company property.
10. You must try to cover your own shift if you plan to be absent. You must give 24 hours notice for a missed shift.
11. No clocking in or out another employee or falsifying any record.
12. No smoking contrary to established policy.
13. No willfully or habitually violating safety or health regulations.
14. Treat the company equipment and tools with care. No neglect or abuse.
15. No possessing firearms or weapons of any kind on company property.

I have read the above rules and understand that violation of them may result in warnings or dismissal.

Read and Signed By: \_\_\_\_\_

Date: \_\_\_\_\_